



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OSMA-06-141A (EH) (MPP)

JOB TITLE: Drug Free Workplace Program Coordinator, GS-0301-12/13

AREA OF CONSIDERATION: Government-Wide

THIS VACANCY ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE TO SEPTEMBER 22, 2006.

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, and former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the Armed Forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 08/29/2006

CLOSING DATE: 09/22/2006 Applications must be received by 5:00 p.m. E.D.T.

PROMOTION POTENTIAL: GS-13

STARTING SALARY: GS-12, \$65,048; pa GS-13 \$77,353

Program Coordinator, Drug Free Workplace Program and Office of Security Budget Program, GS-0301-12/13 (1 Position), Court Services & Offender Supervision Agency (CSOSA), Management and Administration, Office of Security, Washington, DC.

DUTIES: The incumbent serves as the Coordinator, Drug Free Workplace Program for Court Services and Offender Supervision Agency and the Pretrial Services Agency, responsible for implementing, directing, administering, and managing the Drug Free Workplace Program. Develops Agency policy and ensures compliance with all Federal and Agency regulations and guidelines related to the Drug Free Workplace Program. Serves as the Contracting Officer's Technical Representative (COTR) for contracts relating to the Drug Free Workplace Program. Develops programs and implementation plans, and recommends actions to improve program effectiveness and efficiency. Evaluates the quality and adequacy of contract services through on-site visits and review of reports. Serves as the principal contact with the laboratory, collection, and medical review activities to assure the effective operation of the testing and review portion of the program. Randomly selects employees for drug testing and establishes and maintains all associated records to ensure appropriate safeguarding, confidentiality, and privacy of records. Schedules and notifies pre-employment drug testing for individuals seeking employment with

the Agency. Develops and presents Drug Free Workplace Program training to a wide variety of audiences. Assists in reviewing, developing and formulating CSOSA and Security policy. Performs a wide variety of administrative and analytical duties connected with reviewing, justifying and presenting the budget for the Office of Security. May develop, recommend, and implement the budget and operating plan affecting the financing and accomplishment of Office of Security programs. Justifies budget with the Agency Director; provides liaison between the Office of Security staff and CSOSA budget office. Assists the Director of Security with budget development and execution. Completes budget work that requires consideration of such issues as: security program requirements, financial and workload relationships, timing of obligations and expenditures in relation to the budget cycle, and current and future resource needs. Maintains automated database and develops and maintains budget status reports throughout the year. Performs a variety of administrative and technical duties, to include special projects, relating to personnel, physical, and information security.

QUALIFICATIONS: Applicants must have 1 year of specialized experience equivalent to the next lower grade level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Specialized experience for this position** is experience implementing, directing, and administering agency policy, and developing guidelines, managing a Drug Free Workplace Program, and maintaining an automated database and budget status reports.

Time-in-grade restrictions apply for current Federal employees. For time-in-grade requirements, status eligibles must have one year at the GS-11 level to be eligible for the GS-12 level; must have one year at the GS-12 level to be eligible for the GS-13 level. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: You will be evaluated according to the extent and quality of experience, education and, training. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW. APPLICANTS WHO DO NOT SEPARATELY ADDRESS THE KSAs WILL NOT BE CONSIDERED FOR THE POSITION.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Masters level knowledge of the Drug Free Workplace Program required to establish and maintain Drug Free Workplace Program procedures for an Agency that meets the requirements of the Federal mandated Drug Free Workplace Program.
2. Masters level knowledge of a wide range of qualitative and quantitative methods to serve as Agency technical expert for assessment, identification and resolution of problems relating to establishment, maintenance, and improvement of the Drug Free Workplace Program.
3. Expert knowledge of the budget process, and all associated policies, directives, procedures and regulations, and the ability to apply said knowledge to a Security program budget.

4. Skills in oral communications sufficient to provide technical information to a wide variety of non-technical audiences.
5. Ability to communicate effectively in writing, sufficient to develop Agency regulations, procedures, and guidelines, write reports and document issues related to the Drug Free Workplace Program and Office of Security Budget.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying for a Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans: Veterans must submit their DD-214 and all supporting documents as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris, HR Specialist, on (202) 220-5606, or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer